



CITY OF WHEELING HUMAN RIGHTS COMMISSION

51 Sixteenth Street, 3rd Floor
Wheeling, WV 26003

EXECUTIVE DIRECTOR

Theresa L. Garrett

COMMISSIONERS

Diana Bell, LSW

George Blum

Rabbi Beth Jacowitz Chottiner

Rev. Ralph W. Dunkin

Shawn L. Fluharty, Esq.

Charles G. Hood

Cynthia Hutchison

Rev. Robert Romick

Ronald Scott, Jr.

January 29, 2013

ROBERT HERRON, MANAGER
CITY OF WHEELING
1500 CHAPLINE STREET
WHEELING WV 26003

Dear Mr. Herron:

Please accept this letter as the Wheeling Human Rights Commission's (HRC) budget request for fiscal year 2013-14 which has been approved for submission by a majority of Human Rights Commissioners following their January 28, 2013 monthly meeting.

The Human Rights Commission's current operating budget according to the City of Wheeling Revenue and Expense Report (Unaudited) is \$65,897.00 and we reimburse the General Fund with a signed Subrecipient Agreement in the amount of \$66,200.00.

Our Executive Director celebrated twenty-five years of service to the City of Wheeling in April of 2012. In addition to a full time Executive Director, the Senior Community Service Employment Program, funded by the U. S. Department of Labor and overseen by the National Council on Aging, continues their placement of an Office Specialist trainee at the HRC office for approximately fifteen hours per week.

During fiscal year 2011-12, the Human Rights Commission received three thousand three hundred and thirty-six (3,336) contacts/inquiries. During all of 2012, the HRC received three thousand one hundred and forty-eight (3,148) contacts/inquiries. This figure represents the e-mails, phone calls, and walk-ins this office received. The next three paragraphs break down the functions and services the HRC provided to these contacts/inquiries.

During fiscal year 2011-12, the Human Rights Commission participated in programs and campaigns devoted to the advancement of tolerance, understanding, and the equal protection under the law for all groups and peoples with the following businesses, housing industries, social/service agencies/organizations, and educational institutions: Change, Inc., Northern

ROBERT HERRON, MANAGER

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Panhandle Continuum of Care, Easter Seal Rehabilitation Center, Housing Connections, Inc., Laughlin Memorial Chapel, Martin Luther King Committee, National Organization on Disabilities/Consumer Affairs Committee, Ohio County Rotary, Ohio County Substance Abuse Prevention Coalition, Upper Ohio Valley Society of Human Resource Management, West Liberty University, West Virginia Civil Rights Task Force, West Virginia Northern Community College, West Virginia Saves/Earned Income Tax Credit Committee, West Virginia University Extension Service Committee, West Virginia Workforce Employer Advisory Committee, Wheeling Chamber of Commerce-Education Committee, Wheeling Housing Authority, Wheeling Jesuit University, Wheeling Kiwanis, Wheeling Lions, Wheeling Neighborhood Ventures, Youth Services Systems, Inc., and Young Women's Christian Association.

As well, the Human Rights Commission cooperated and worked with Federal, State, and Local government entities in fiscal year 2011-12. For the remainder of calendar year 2012, we cooperated and worked with these same government agencies including the Marshall and Ohio County Commissions, Marshall and Ohio County Emergency Management Services, West Virginia Employer Support of the Guard and Reserve, West Virginia Human Rights Commission, United States Department of Housing and Urban Development, United States Department of Justice and the United States Department of Labor.

The Human Rights Commissioners and Executive Director investigated twelve (12) complaints during 2012. Eleven of those complaints were filed in 2011 and one complaint was filed during calendar year 2012. Two were administratively dismissed because the Complainant failed or refused to cooperate, two complaints were dropped by the complainant, five complaints had findings of No Probable Cause, two complaints ended with conciliation agreements, and one complaint remained open as of December 31, 2012.

Unfortunately, due to the 18% cut to our operating budget at the beginning of fiscal year 2012-13, the Human Rights Commission has become a reactive rather than the intended proactive arm of city government. In July of 2012, our Executive Director sent letters to the following organizations, indicating her inability to remain on their board and or assist with training and other activities: Change, Inc., Northern Panhandle Continuum of Care, Easter Seal, Housing Connections, Inc., Laughlin Memorial Chapel, National Organization on Disabilities/Consumer Affairs Committee, Ohio County Substance Abuse Prevention Coalition, Upper Ohio Valley Society of Human Resource Management, Wheeling Chamber of Commerce-Education Committee, Wheeling Jesuit University, Wheeling Neighborhood Ventures, and Youth Services Systems, Inc.

The Human Rights Commission is requesting funds in the amount of \$92,942.00. These funds would cover the operating expenses of the Human Rights Commission, as well as, cover Personnel & Benefits, Other Expenses (including rent), and Supplies for the office. This funding would allow us to restore our part time Office Assistant position to manage the day to day

ROBERT HERRON, MANAGER

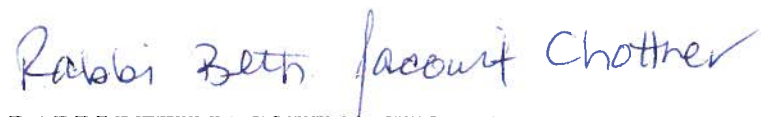
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operations of the office. In turn, our Executive Director could return to educating and training, through outreach in the community, and building better human relations. The Human Rights Commission will once again be in a manageable position to effectively and orderly perform the functions and services as described in Wheeling Human Rights Ordinance, Article 169.

If you have any questions, feel free to contact me at 304-233-4870.

Sincerely,



RABBI BETH JACOWITZ CHOTTINER

Chair

BJC/tg

Enclosure: Fiscal Year 2013-14 Budget

HUMAN RIGHTS COMMISSION FISCAL YEAR 2013-14 BUDGET

Personnel & Benefits

Director of Human Rights	38,273
Part Time Office Specialist	11,000
Bonuses/Attnd. Bonus	2,175
Social Security (see FICA/Medicare)	0
Longevity	780
Eye-Dental-Life Ins.	837
Hospitalization Ins.	12,656
FICA/Medicare Contributions	3,729
TOTAL PERSONNEL & BENEFITS	69,450

Other Expenses

Advertising and Publish.	2,454
Dues and Subscriptions	2,186
Insurance	911
Office Equip. Maintenance	1,200
Office Rent	7,250
Training Schools	4,295
Travel Expenses	1,865
Worker's Compensation	1,099
Telephone-Ld Chgs	200
Legal Expenses	0
Postage	600
TOTAL OTHER EXPENSES	22,060

Supplies

Office Supplies	1,000
Photocopy	155
Administrative Expense	277
TOTAL SUPPLIES	1,432

TOTAL HUMAN RIGHTS BUDGET	92,942
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